



## Supports Coordinator Assistant

Kalamazoo Community Mental Health & Substance Abuse Services is seeking a Supports Coordinator Assistant who has experience working with individuals of diverse racial, ethnic and cultural backgrounds to provide low intensity support services to individuals with intellectual developmental disabilities in conjunction with families, caregivers and guardians. This position will assist individuals served by providing a link to needed services, safety networks and support in creating meaningful relationships and natural community supports. The successful candidate will coordinate and schedule appointments, monitor status, complete clinical documentation, and advocate for individuals served.

A High School diploma or equivalent and one year experience in the mental health field working with adults with intellectual developmental disabilities is required, along with a valid Michigan driver's license. Bachelor's degree in Human Service field is preferred. Computer experience necessary.

We offer competitive compensation and fringe benefits, including medical, vision and dental insurance; 10 paid holidays, generous paid time off (PTO) plan, continuing education, defined benefit pension plan and deferred compensation plan.

**Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply.** KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed.

### **Physical Requirements / Working Conditions:**

**Physical Efforts** – Job demands include prolonged sitting and standing as appropriate. May occasionally require light lifting up to 25 pounds, stooping, kneeling, crouching, or bending as appropriate. Requires coordination of hands and/or eye/hand/foot.

**Working Conditions** – Office environment with noise from computers, copy machine, and telephones. Use of video display terminal (VDT) for periods in excess of 30 minutes at a time. Possible eyestrain from extended periods of viewing VDT. May be exposed to bloodborne pathogens, infectious diseases, and parasites. Travel throughout the Kalamazoo area is required.

Apply online at [www.kazoocmh.org/careers](http://www.kazoocmh.org/careers).